

SECRETARY TO THE FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible clerical position, the primary duty of which is assisting the Fire Chief by providing administrative support and performing clerical duties and office functions. The Secretary to the Fire Chief receives, processes and files records and reports of the department, and maintains scheduled appointments for the Fire Chief. The incumbent of this class prepares correspondence for the chief's signature, assists in the preparation of the departmental budget, and acts as a receptionist for the fire department. The Secretary to the Fire Chief performs routine duties independently with some supervision, reporting to and having work reviewed by the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Receives, reviews, and processes assigned records, reports, interdepartmental correspondence, and other materials in accordance with departmental procedures. Reads and organizes graphs, charts, manuals, records, reports, or related department documents in order to compile and write reports. Checks department records and reports for completeness, accuracy, and conformity to established procedures. Completes all records and reports required or assigned.

Sets up and maintains a filing system. Files correspondence, forms, records, or reports alphabetically, numerically, chronologically, or by subject matter. Maintains records on the location of materials removed from files and traces missing files. Disposes of obsolete files and records in accordance with established retirement schedules or legal requirements. Maintains a roster of department personnel including names, addresses, telephone numbers, and other pertinent information. Maintains a library or archives of materials for future use or reference by department personnel.

Schedules appointments for the Fire Chief, including keeping records of schedules and notifying the Fire Chief of scheduled events. Acts as receptionist to visitors to the department, including answering the telephone, and directs visitors and calls to the appropriate individuals or offices. Opens, sorts and distributes mail. Places calls and handles routine questions and requests following department procedures. Attends

meetings, conferences and seminars, and takes minutes or notes.

Types letters, forms, memos, statements, formal reports, or any other documents as assigned by the Fire Chief. Proofreads typed material and corrects errors. Takes dictation and transcribes from notes, using longhand. Replies to any routine correspondence or requests on own initiative following departmental procedures or from oral or written directions. Composes business letters, and compiles and organizes data needed to write reports.

Operates a computer terminal in order to enter, copy, or remove information from files. Locates and retrieves information or documents from hard copy files and the computer database. Performs appropriate back-up function in computer files. Operates a facsimile machine, copying machine, calculator, and computer software when required.

Assists in the preparation of the total departmental operating budget by compiling information and computing salaries, hours, overtime and related data. Orders and distributes supplies and equipment as needed. Prepares checks for payment of department bills and purchase requisitions according to departmental procedures. Posts items into journals, ledgers, or other accounting records and balances as required.

Acquires estimates on repair costs, and locates and arranges for repairs and maintenance for any assigned equipment.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.

Must not be less than eighteen (18) years of age.

